



N TARGET

With the Iowa DNR Records Program

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The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

Managing E-Mail

Did you know that e-mail is an official record?

Fact: All E-mail correspondence is a record.

Fact: E-mail must be kept as long as the rest of the project file and consistent with the retention schedule.

Fact: E-mail should be **read** and then **acted** upon:

- Delete it.
- Print it.
- Move it to an e-mail folder.

Who "owns" the e-mail? You are responsible for the e-mail and must determine how long to keep it based on the retention schedule.

- If you are the author.
- If it was sent to you from outside the DNR.
- If it was sent to multiple people, but you are the main contact person for the project.
- If you are asked to act upon the e-mail.

Question: When can I delete e-mail?

Answer:

- If it is a non-official message or personal correspondence such as lunch or carpooling arrangements.
- If it is an e-mail and you are copied on it for informational purposes only.

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 471
- **Public File Requests:** 129

The three (3) most requested files types are:

- Hunter Education Certificates
- Leaking Underground Storage Tanks
- Storm Water

New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

Number of files created: 149

Types of files created:

- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Storm Water
- Underground Storage Tanks (UST)
- Leaking Underground Storage Tanks (LUST)
- Flood Plains
- Flood Insurance Correspondence (FIC)
- Completed Investigations
- Treatment Agreements
- Tax Certifications
- Solid Waste (SDP)
- Table of Authorized Positions



Electronic Records

Listed below are Program Areas that have made their Records available online.

- **SWAP (Solid Waste Alternative Program)**
2,621 pages scanned for a total of 47,444 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
15,753 pages scanned for a total of 423,062 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
3,989 pages scanned for a total of 631,773 images online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**
12,555 pages scanned, with more than 1 Million plus images are posted online.



Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created:** 23
- **Number of documents filed:** 1,224

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 15
- **Staff File Requests:** 43
- **Number of (new/modified) files created:** 19



Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center. Some of those inventories are complete and available electronically.

List of Complete Inventories

- ADM 1-1-1 Commission Meeting Minutes
- CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- CON 11-3-2 Agricultural Wastewater Operation Permits
- CON 11-4-1 Wastewater Sewage Facility Files
- CON 11-32 Non-Point Source
- CON 11-34 Storm Water
- CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- CON 12-2-3 Spills
- CON 12-7-1 Underground Storage Tanks (UST) **(New)**
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternatives Program (SWAP)



DID YOU KNOW? Staff may access these inventories by visiting the Records Center Front Desk Computer.